

# **SAN PEDRO PROPERTY OWNERS ALLIANCE BOARD OF DIRECTORS MEETING**

## **MEETING MINUTES**

**March 4, 2009**

**Meeting Location: San Pedro City Hall  
638 S. Beacon Street, Room # 452  
San Pedro, CA 90731**

1. CALL TO ORDER – Eric Eisenberg, President 9:00 AM

***The meeting was called to order by President Eisenberg at 9:05 AM.***

2. INTERIM BOARD

Eric Eisenberg, President  
Jayme Wilson, Vice President / Secretary  
Alan Johnson, Treasurer  
Anthony Bilas, Board Member  
Lauren Cohen, Galaxy Commercial Holding, Board Member  
Dar Horn, Board Member  
Ralph Hicks, Port of Los Angeles, Board Member  
Camilla Townsend, Chamber of Commerce, Board Member

***In attendance: Board Members – Eisenberg, Wilson, Johnson, Cohen,  
Townsend***

***Excused absences – Bilas, Horn, Hicks***

***Staff – Duckworth***

***Guests – See Supplemental Sign-in Sheet***

3. PUBLIC COMMENTS

This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.

***1). Liz Schlinder-Johnson suggested that the SPPOA look into establishing a uniform customer-friendly "way-finding system" for the downtown area.***

***2). Jeff Crouthamel suggested that the SPPOA craft an "exit strategy" to dissolve the BID in the event that the current economic ills turn out to be a "1932-like depression."***

***3). Joanne Eide complimented the Andrews International BID Patrol for doing a***

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*needed job well.*

*4). Linda Alexander said the BID Patrol had been called upon to diffuse 2 potentially volatile situations over the last month, which points to the importance of that service.*

*5). Dorta invited the SPPOA Board Members to attend a celebration to honor Muriel Olguin on March 28, 2009. She also suggested that the downtown area and the Port needed a physical connection in order to prosper. She said that she would like to make some specific proposals to the SPPOA Board in this regard, and President Eisenberg encouraged her to do so.*

*6). Nancy \_\_\_\_\_ told the SPPOA Board that she felt that the BID Security Patrol should provide services on Sunday, which is not currently being done.*

4. APPROVAL OF MINUTES – January 7, 2009 & February 4, 2009.

*President Eisenberg ordered consideration of the referenced Meeting Minutes continued to the next meeting.*

5. Treasurer's Report –

*Executive Director Duckworth presented the January financial report prepared by Absolute Bookkeeping showing \$21,429 in expenses for the month, which were slightly more than 25% of the expenditure level projected in the BID's adopted budget; and, a bank balance of \$157.23.*

*After discussion, motion: Johnson; 2<sup>nd</sup>: Cohen. "The SPPOA Board of Directors approves the financial report as submitted. Unanimously approved.*

6. OLD BUSINESS -

- A. Report of Stakeholder Survey Questionnaire Results

*Executive Director Duckworth presented the results of the Streetscape Maintenance Survey. A 14.7% response rate was achieved. Services in order of priority were: 1). Porter Service; 2). Street Sweeping; 3). Landscape Maintenance; 4). Sidewalk Pressure Washing; 5). Tree Trimming. These priorities were observed in the way the BID approached the provision of services.*

*President Eisenberg ordered the report received and filed.*

7. NEW BUSINESS

- A. Discussion of Possible Alteration of Security Patrol Hours

*Board Member Johnson briefed the Board on his concerns about the current BID Security schedule. He distributed a schedule that he prepared (dated March 4, 2009) that addressed his concerns. The other Board Members*

*expressed general consensus with his concepts. Given the complexity of the various schedule options, all felt that the BID Security Committee, the Executive Director, and Andrews International should meet to work out an acceptable schedule revision.*

*After discussion, motion: Townsend; 2<sup>nd</sup>: Wilson. "The SPPOA Board of Directors delegates to its Security Committee the authority to work with Andrews International to adjust the current BID Security schedule without further SPPOA Board approval" Unanimously approved.*

- B. Review & Discussion of Sidewalk Pressure Washing Proposals & Approval of an Agreement for Services with the Selected Vendor

*Executive Director Duckworth presented a report describing the extensive competitive bidding process that had been conducted for the selection of a sidewalk pressure washing vendor for the BID. He also described the Ad Hoc Streetscape Committee's suggestion that the entire BID area be divided into two areas, a core area that would be pressure washed monthly, and all other sidewalks that would be pressure washed quarterly.*

*After discussion, motion: Johnson; 2<sup>nd</sup>: Wilson. "The SPPOA Board of Directors approves the proposal for sidewalk pressure washing provided by Clean Streets, Inc. and authorizes the Executive Director to execute an agreement implementing same." Unanimously approved.*

- C. Approval of an Agreement with Chrysalis to Perform One-Time District Wide Clean-Up of All Weeds (including sidewalk, curbs, & gutter areas; tree wells; and parkways and excluding all raised planters).

*After discussion, the SPPOA Board consensus was that bids for the referenced one-time clean-up should be solicited from Clean San Pedro and The Beacon House Association.*

*After discussion, motion: Wilson; 2<sup>nd</sup>: Townsend. "The SPPOA Board of Directors delegates to its Ad Hoc Streetscape Maintenance Committee the authority to solicit additional bids to perform the described one-time clean-up, and to award the work to its preferred bidder without further SPPOA Board action." Unanimously approved.*

- D. Approval of an Agreement to Perform District Wide Street Sweeping (Municipal Standard)

*Executive Director Duckworth presented a report describing the extensive competitive bidding process that had been conducted for the selection of a street sweeping vendor for the BID. The Executive Director felt that street sweeping should occur at least once per week, many BIDs such as the Hollywood Entertainment District sweep more often than that as do many municipalities for their nicer commercial areas. He noted that one point of distinction between the proposals submitted for consideration was the number*

*of laborers assigned to accompany the street sweeper and enhance its service by blowing off the sidewalks and debris. Another point of distinction was each vendors BID / municipal experience. Duckworth recommended that the BID award a contract to Clean Streets, Inc.*

*Steve Kleinjan, a member of the community, expressed his opinion that street sweeping should definitely be completed once per week.*

*After discussion, motion: Townsend; 2<sup>nd</sup>: Wilson. "The SPPOA Board of Directors approves the proposal for street sweeping provided by Clean Streets, Inc. and authorizes the Executive Director to execute an agreement implementing same." Unanimously approved.*

- E. Review & Discussion of Various Streetscape Maintenance Proposals and Alternatives
  - i. Status Report
  - ii. Next Steps – a). "Fine tune" "porter services"
    - b). Arrange for landscape planter maintenance
    - c). Tree trimming vendor

*Executive Director Duckworth presented a status report as requested by Board Member Townsend on the implementation of the a full palette of streetscape maintenance services in the Historic Waterfront District area. In the coming 30 days he would be attempting to negotiate agreements for the provision of porter services with Clean San Pedro, Inc. and The Beacon House Association. In addition he would be working with the City to develop a plan for addressing tree trimming and concrete repair needed in downtown San Pedro.*

*The SPPOA Board concurred with the Executive Director's indicated direction.*

- F. Report Re Street Tree and Concrete Repair (Sidewalk, Curb, Gutter) Project

*Executive Director Duckworth presented a report on his discussions with the City's Urban Forestry Division to develop a plan for tree trimming and concrete repairs in the downtown San Pedro area. A walk through of the area is scheduled for Thursday, March 5 and will include Council Office representative Cindy Muller, Liz Schindler-Johnson, and Steve Kleinjan.*

*The SPPOA Board concurred with the Executive Director's indicated direction.*

- G. Discussion of Possible BID Sponsorship of "Solutions" Forums (Board Member Townsend)

*Board Member Townsend told the SPPOA Board that she and the Chamber of Commerce would like to submit a proposal for the BID to sponsor a series of "solutions forums" that would be directed at solving issues faced by downtown*

*businesses and focus on establishing later hours and special promotional events such as "After 5 Alive" and/or "Saturday Night Alive." Sponsorship would entail staff time and publicity cost reimbursement.*

*President Eisenberg with concurrence from the Board encouraged her to submit such a proposal.*

H. Accept Resignation of Ralph Hicks Based Upon Employment Change

*After discussion, motion: Wilson; 2<sup>nd</sup>: Townsend. "The SPPOA Board of Directors accepts the resignations of Dar Horn and Ralph Hicks and thanks them for their service as Board Members." Unanimously approved.*

8. REPORT FROM ANDREWS INTERNATIONAL / BID SECURITY PATROL

A. Dave McCall, San Pedro Security Services Director

*Dave McCall, Andrews International's Director of BID Security for San Pedro presented a security update report and synopsis of February activities. He also answered questions from SPPOA Board Members and the public.*

*Also, Bill Farrar, Andrews International's Vice President for Operations & Business Development reported on his company's introduction of "T3 Personal Mobility Vehicles" into BID Security service work in both the Hollywood Entertainment District and the Sunset & Vine BID. He and the Executive Director suggested that the SPPOA Board of Directors review these vehicles for possible deployment in San Pedro at their April meeting. President Eisenberg agreed that he was very interested in seeing these vehicles at the April Board Meeting.*

9. EXECUTIVE DIRECTOR'S REPORT

*Executive Director Duckworth reported on an article that appeared in the Los Angeles Times and reported on a RAND Corporation study that showed that in BID areas of the City in which security has been deployed that "researchers found that violent crime dropped an average of an extra 8% compared to a drop throughout the City" over the same time frame. He said that copies of the report could be obtained from the BID offices.*

10. ITEMS FROM BOARD MEMBERS

11. NEXT MEETING – April 1, 2009

12. ADJOURNMENT

10:00 AM

*President Eisenberg adjourned the meeting at 10:30 AM.*